

## HIGH LEVEL HONORARY AWARDS CALENDAR AND CRITERIA/SYNOPSIS

This quick reference handbook is in 4 parts. The first part starts off with a calendar listing the different awards and their projected due dates. Please note: The due dates can vary by months sometimes, but should provide a general guideline to use for submission of nominations.

Part 2 provides a description of the award and the criteria involved. There are 36 awards listed in this handbook. These awards pertain to all personnel in many varied fields. Therefore, please review the award criteria closely to ensure that all eligible personnel are considered. Also, the 36 awards listed do not include newly established awards and non-Federally sponsored awards. Announcements for the newly established and non-Federally sponsored awards will continue to be disseminated upon receipt. Unfortunately, since we have no control over these organizations, award announcements may often be issued with very little lead time.

Part 3 of the handbook provides the format for submitting High Level Honorary Award nominations. Exceptions to the format may be found under the description of the specific award.

Part 4 is a copy of Table 8-1 from AR 672-20. The table presents the Awards hierarchy and approval levels chart.

⇒Keep in mind; nominations for awards higher than the Commander's Award for Civilian Service require coordination with higher headquarters. Thus, nominations for a Superior Civilian Service Award, a Meritorious Civilian Service Award or the Decoration for Exceptional Civilian Service, must be submitted with enough lead time to allow for processing by DTEC, ATEC, and if appropriate, DA.

For more information regarding the Incentive Awards Program, please call 678-8666.

## **HIGH LEVEL HONORARY AWARDS CALENDAR**

### **January**

- 5** - ATEC Civilian Employee of the Quarter
- 16** - Army Research and Development Achievement

### **February**

- 7** - General Frederick M. Franks, Jr., Award
- 9** - NAACP Roy Wilkins Meritorious Service Award
- 28** - International Test & Evaluation Association (ITEA) Awards Program

### **March**

- 3** - Executive Excellence Awards Program
- 5** - Secretary of the Army Awards for PM & Acquisition Commanders Award
- 10** - MANPRINT Practitioner of the Year Award
- 11** - GEICO Public Service
- 17** - Hispanic Engineer National Achievement Awards

### **April**

- 2** - Decoration for Exceptional Civilian Service
- 2** - Women of Color Technology Awards
- 5** - ATEC Civilian Employee of the Quarter
- 10** - Zachary & Elizabeth Fisher Distinguished Civilian Humanitarian Award
- 10** - Black Engineer of the Year Award
- 12** - Nick Hoge Award for Professional Development
- 15** - Ten Outstanding Young Americans (TOYA)
- 23** - AUSA Annual Awards Program

### **May**

- 26** - Dr. Wilbur B. Payne Memorial Award for Excellence in Analysis

### **June**

- 10** - Federal Engineer of the Year
- 17** - National Public Service
- 17** - Roger W. Jones Executive Leadership

### **July**

- 5** - ATEC Civilian Employee of the Quarter
- 7** - GSA Excellence in Administration
- 11** - Army Integrated Logistics Support (ILS) Achievement of the Year Award
- 30** - GEICO Military Service Awards

### **August**

- 11** - Arthur S. Flemming
- 19** - S/A's Award for Outstanding Achievement in Materiel Acquisition

### **September**

- 18** - David Packard Excellence in Acquisition Award
- 23** - William A. Jump Memorial
- 30** - General Douglas MacArthur Leadership Award

### **October**

- 5** - ATEC Civilian Employee of the Quarter
- 13** - NDIA Tester of the year
- 27** - Federal Executive Board Career Excellence Awards (HQ only)
- 30** - John W. Macy, Jr. Excellence in Civilian Leadership
- 30** - William H. Kushnick

### **December**

- 5** - National Image Inc. Meritorious Service Award
- 5** - Women in Science and Engineering (WISE)
- 13** - Federal Asian/Pacific American Council (FAPAC) Meritorious Service Award  
(Military)

## DTC HIGH LEVEL HONORARY AWARD COMPETITIONS

### AWARD

### PROJECTED DUE DATE

1. **ATEC Civilian Employee of the Quarter** - **5 Jan/Apr/Jul/Oct**  
Quarterly award for individuals who have performed their duties far beyond that described by normal job requirements within the past quarter. Description of nominee must specifically address performance of assigned duties and how that performance supports the command's mission and goals.
  
2. **Army Research and Development Achievement** – **16 Jan**  
Award provides honorary recognition to Army personnel (military and civilian) for exceptional scientific and engineering achievement. Any eligible scientist, engineer, or technician paid directly from appropriated funds and whose contribution was made or culminated in the past calendar year may be nominated for award consideration. Groups of employees, including technical support personnel are also eligible; however, each member of the group must have made a significant contribution to the achievement. There is no limitation on the number of nominations that may be submitted. The personal approval of the concerned major commander is a requirement of this particular award. Award criteria:
  - a. Was directly responsible for a significant scientific or engineering achievement. An achievement is significant when it – (1) Establishes a scientific basis for subsequent technical improvements of military importance and/or (2) Materially improves the Army's technical capability, and/or (3) Contributes materially to national welfare.
  - b. Provided qualitative and effective scientific or engineering leadership which advanced materially the research and/or development accomplishments of a technical activity, group, or project.
  
3. **General Frederick M. Franks, Jr., Award** – **7 Feb**  
Sponsored by the U.S. Army Armor Center, recognizes individuals who made longtime contributions to the ground warfighting capabilities of the U.S. Army. One award is granted each year to an active duty/reserve officer, NCO, or DA civilian. The award recipient will be recognized during the Armor Conference held annually. TDY costs for awardee will be paid by the U.S. Army Armor School. There is no specified timeframe for award consideration. To be eligible, nominees should possess two or more of the following characteristics of duty performance during the year(s) preceding the award:
  - a. Demonstrated vision for mounted warfighting that significantly improved combat survivability, lethality, maneuverability, or mobility.
  - b. Developed an innovation in equipment, material or doctrine that significantly enhanced the effectiveness of mounted elements of the combat arms.
  - c. Exemplified professional excellence in demeanor, correspondence, and leadership on issues relevant to mounted warfare.

d. Displayed a love of soldiering through leadership skills, recognition of the sacrifice and achievements of subordinates, and attention to the intent and directions of higher commanders.

**4. NAACP Roy Wilkins Meritorious Service Award - 9 Feb**

Award recognizes personnel (military and civilian) who have distinguished themselves through their contributions to the Equal Opportunity and Civil Rights programs of the Army, the command, and/or their local community.

Nominations should be based on the following criteria:

- a. For distinguishing himself/herself by making a significant contribution to his/her country in the area of civil/human rights, race relations, equal opportunity, affirmative action, human resources, and/or public service.
- b. For enthusiastically supporting the civil rights movement.
- c. For supporting the full integration and promotion of minorities and women within the armed services.
- d. For fostering support and understanding of the military and civilian population of the Nation.
- e. For fostering innovative and creative involvement within a community (civilian or military) that resulted in a positive action.
- f. For being committed, involved and dedicated to the civil rights movement in the Federal sector.
- g. By his/her action, has made personal sacrifices resulting in the significant contributions to civil/human rights.
- h. For displaying outstanding qualities that distinguish him/her as a leader and not a follower.
- i. For believing in and practicing the tenets of a democratic society, including the U.S. constitution, the belief that all people are created equal, and that freedom is a right that must be protected at all times.

**5. International Test & Evaluation Association (ITEA) Awards Program**

**28 Feb**

There are five ITEA professional awards:

a. **Matthews Award:** Named after Dr. Allen R. Matthews, founder and first president of ITEA. It is presented to an individual for a lasting, significant contribution to the field of T&E, such as the cumulative effect of a distinguished career. While eligibility standards do not require the recipient to be an ITEA member, contributions to ITEA and to other professional associations oriented towards T&E will be a factor in the selection process. Groups, organizations, or institutions are not eligible for this award. The Allen R. Matthews award is the highest award bestowed by ITEA. Evaluation criteria include: Length of time over which contributions have been made; impact of the contribution on T&E; significant achievements that benefited ITEA as a result of an office held or committee involvement; and services performed that enhance and strengthen ITEA in its objectives.

b. **Special Achievement Award:** Given for a recent outstanding achievement in T&E engineering, technology, or management, such as the solution of a major problem, or a notable project success for which there is evidence that tangible benefits have accrued. Candidates need not be a member of ITEA. The award may be presented to an individual, group, or organization.

c. **Cross Award:** Named after the late Major General Richard G. Cross, Jr., USAF, a highly respected figure in T&E and one of the first directors of ITEA. It is presented to an individual, team, or organization to recognize outstanding achievements in the development or administration of T&E education. ITEA membership is not a

requirement but will be considered during the committee's selection process. Nominees must have demonstrated outstanding achievement in one or more of the following areas:

- (1) Administration. Establish a test and evaluation education program in a recognized institution of higher learning, either civilian or military; or administer an existing program with such professional competence as to merit special recognition.
- (2) Education. Exhibit exceptional technical competence as an educator on one or more of the academic subject areas in the general field of test and evaluation. Educational efforts that promote test and evaluation as a professional discipline shall be a prime evaluation criterion.

- (3) Research. Develop new theories, concepts, or techniques for use in test and evaluation education. The results should be documented and available for general use.

**d. Publications Award:** Recognizes outstanding contributions to T&E literature. ITEA presents this award to honor individuals whose published books and technical papers have improved and increased the general body of knowledge relevant to better understanding and development of test and evaluation technology. The literary works considered may be broad in scope or may address a single functional area that is included under the T&E umbrella. It may be awarded to any author(s) whose literary work is of high quality and addresses T&E topics. Membership in ITEA is not required; however, the literary works for which the author is nominated should complement ITEA's goals. Co-authors are eligible for joint recognition. Organizations, groups, or institutions are not eligible. The following prerequisites also apply:

- (1) Published work must be original and must adhere to the accepted practices of scholarly research methods. Proper credits must be given where material is drawn from other sources; the conclusions are to suitably justified, and statements of opinion are to be identified as such.

- (2) An author can only receive this award one time for the same publication.

- (3) Only published works available to the public will be considered. Published works will generally be ranked according to the following hierarchy: Books by a single author; books by co-authors; books by an editor; monograph series; monograph; referred article in a published journal; tutorial text; series of by-lined technical articles; television script, where authorship is specified. Other evaluation factors include: Relative impact of the published work in terms of its influence in the T&E field; the degree to which the author drew upon approved research methods in the justification of any conclusions; the organization of the published material, editorial style, and conciseness of presentation.

**e. Time-Space Positioning Information/Electro-optics Award:** Recognizes individuals who have made significant contribution in the advancement of time-space positioning information (TSPI) and electro-Optics (E-O) in support of T&E. It includes an engraved crystal trophy and check for \$1,000 from ITEA, made possible by Brashear L.P. Organizations, groups, or institutions are not eligible.

## **6. Executive Excellence Awards Program** **(Senior Executives Association/Professional Development League)** –

**3 Mar**

The Executive Excellence Awards program, sponsored by the Senior Executives Association/Professional Development League (SEA/PDL), recognizes career Federal executives who have made significant contributions to improving the efficiency, effectiveness, and productivity of the Federal Government, as well as those whose performance has improved the image of the career SES and Federal executive service. Awards are granted in two categories – Executive Achievement (one particular accomplishment that occurred in last 2 years) and Distinguished Executive Service (overall career achievements). Only one nomination per category is permitted. All career SES and equivalent rank employees are eligible for consideration.

**7. Secretary of the Army Awards for PM & Acquisition Commanders Award -**

**5 Mar**

Any military or civilian PM (Lieutenant Colonel/GS-14 and Colonel/GS-15) as governed by Department of Defense Instruction 5000.2 is eligible to receive the PM Award. Acquisition commanders occupying positions on the Command Designated Position List are eligible to receive the Acquisition Commander Award. The contributions made or culminated during the current year ending September 30, should be considered for each nominated PM/Acquisition Commander. No more than one PM in each category (Program, Project, and Product) shall be submitted from each nominating organization. Likewise, no more than one Acquisition Commander at the Lieutenant Colonel level, and one at the Colonel level, shall be submitted from each nominating organization.

**8. MANPRINT Practitioner of the Year Award -**

**10 Mar**

Award recognizes elected MANPRINT/HSI practitioners whose outstanding accomplishments and contributions merit special recognition by awarding a MANPRINT Practitioner of the Year Award. The program includes (1) Military Practitioner; (2) Materiel Program; (3) Automated Information System Program; (4) Combat Developments; (5) Functional Proponent; and (6) MANPRINT Technology, Research and Development or Studies. The evaluation period will be last calendar year (1 Jan xx through 31 Dec xx). Award consists of (a) a suitably engraved plaque for each category; (b) a letter of commendation signed by the DCSPER and (c) a DCSPER certificate.

Eligibility for nomination is as follows:

- a. May be any MANPRINT/HSI practitioner or developer.
- b. May be any grade or rank, military or civilian. Must be a U.S. Government employee or contractor.
- c. Must be serving in a MANPRINT related capacity.

**9. GEICO Public Service -**

**11 Mar**

Four awards to civil service employees are presented each year for special achievements and contributions to the public good. One award is made in each of the following areas:

- a. Substance abuse prevention and treatment.
- b. Fire prevention and safety.
- c. Physical rehabilitation.
- d. Traffic safety and accident prevention.

Nominees are judged principally on the impact of their work related or nonwork related contributions and the extent to which they have served as an inspiration to others and brought credit to the Federal service.

**10. Hispanic Engineer National Achievement Awards -**

**17 Mar**

Award for overall leadership as well as technical achievement. The Hispanic Engineer or Scientist of the Year is selected from the top candidates submitted in all categories. The selectee will be a leader working in any area of science, engineering and technology, whether that person is primarily involved in research, technology development or technology management. Engineering has changed greatly over the

last several decades, so that today's engineer must be prepared to integrate scientific knowledge and engineering techniques from multiple disciplines to succeed. Computers and the economy have so reshaped the engineer's work that today's technology leaders frequently find themselves managing multi-skilled teams and wrestling with complex business, financial and legal problems to accomplish their goals. What the selection committee is looking for here is a person who exemplifies technical excellence, but also a person whose activity, responsibilities and visibility allow him or her to demonstrate leadership on a broad front.

Outstanding Technical Achievement: Candidate must have made a significant contribution in science, engineering or technology by having designed, developed, managed or assisted in the development of a product, service system, or intellectual property.

Executive Excellence: Candidate must be an upper-level manager or a well-established individual who has large department and budget responsibilities. This person should have sixteen plus years of experience in the science, engineering, or technology fields.

Professional Achievement: Candidate must be a well-established manager or have a project responsibility. This candidate should have been in the technical field from 6 to 15 years and made significant contributions in the field.

Most Promising Engineer or Scientist: Candidate must be a professional engineer or scientist with less than five years experience since his/her last degree earned, whose early technical accomplishments hold great promise for the future.

Diversity: Candidate must demonstrate that he or she has made a difference in an organization's approach to Hispanic advancement in education, job promotion, business development, and community activities.

Community Service: Candidate must have demonstrated leadership in the minority engineering community through volunteer work, contributions, and other activities.

#### **11. Decoration for Exceptional Civilian Service - 2 Apr**

Nominations may be submitted at any time; however, must be submitted by due date to be considered for S/A's Annual Awards Ceremony.) With the exception of bravery, nominees must have established a demonstrable pattern of excellence and achievement which normally have been recognized by previous honorary awards up to and including the Meritorious Civilian Service Award. When granted for bravery, a minimum \$1,000 cash award will accompany the medal. Eligibility will be determined by measuring contributions against the following example levels of achievement:

- a. Accomplished assigned duties of major program significance to DA in such a way as to have been clearly exceptional or preeminent among all persons who have performed similar duties.
- b. Developed and improved major methods and procedures, developed significant invention, or was responsible for exceptional achievements that affected large-scale savings or were of major significance in advancing the missions of DA, DOD, and the Federal Government.
- c. Exhibited great courage and voluntary risk of life in performing an act resulting in direct benefit to the Government or its personnel.
- d. Provided outstanding leadership to the administration of major Army programs resulting in highly successful mission accomplishment or in the major redirection of objectives or accomplishments to meet unique or emergency situations.

#### **12. Women of Color Technology Awards - 2 Apr**

Subject awards program recognizes outstanding contributions by black and hispanic women scientists, engineers, managers, and technology leaders. These honorary awards



are unique in that in addition to recognizing outstanding scientific, technical, or managerial achievement, nominees serve as examples to other women and students looking to move beyond what are considered traditional roles for women. Annually, awards are granted in the following categories.

**#1 - Technical Innovation:** A person working in technological functions who invents a new product, device or process, leads a team in doing so, or who develops new ways to use the product, process, or device, or who, by virtue of her leadership position on the cutting edge of technology development, serves as a stereotype-breaking role model for women.

In Industry

In Government

**#2 – Managerial Leadership:** A person whose accomplishments in leading and managing a laboratory, a company or a significant part of technology enterprise make her a standout. The committee is looking for a person whose career choices serve as examples to women looking to move beyond what are considered traditional roles for women.

**#3 – Government Leadership:** A person who, in an appointed or elected office, has developed a driving role in either the development of new technology, the management of technical facilities, or the promotion of technology development.

**#4 – Government Innovation:** A person who, as either an appointed or elected official, finds new ways to open opportunities in the application of technology to public service, or who leads the development of new ways to apply technology to public-service needs.

**#5 – Educational Leadership:** A person who, either as a teacher and mentor for others, or as an organizer or originator of educational programs, serves as a bridge to help other women succeed in science and technology.

In all categories, letters of recommendation from managers and executives within the hierarchy of the nominee's place of employment weigh heavily in the committee's consideration of the impact of the nominee's achievements. Descriptions of the scope of the nominee's responsibilities, effect of the achievements on the company or facility, breadth of community outreach activities, and effect on other minorities seeking science and technology careers are very important. Letters describing responses by community leaders and others interested parties to the nominee's activities and achievements also will be considered.

### **13. Zachary & Elizabeth Fisher Distinguished Civilian Humanitarian Award** –

**10 Apr**

This multi-department award was named in honor of Zachary and Elizabeth Fisher, both of whom contributed extensively to the support and welfare of the members of the Armed Services of the U.S. The award is designed to recognize and reward a private sector individual(s) or organization(s) demonstrating exceptional patriotism and humanitarian concern for members of the U.S. Armed Forces or their families. The recipient will exemplify Zachary and Elizabeth Fisher's personal qualities of patriotism, generosity, and selfless dedication to improving the quality of life of members of the U.S. Armed Forces. The award consists of a large commemorative trophy with the annual recipient's name engraved on a brass plate. This trophy remains on display in the Pentagon and is removed only for the annual presentation ceremony. Medallions and lapel pins are presented to each annual recipient.

Criteria:

- a. Exemplifies the Fisher's personal qualities of patriotism, generosity, and selfless dedication to the members of the Armed through an outstanding humanitarian act or service.
- b. Selflessly contributes an extraordinary amount of time, talent, or resources to benefit members of the Armed Forces.

c. Significantly enhances the quality of life of military members or their families through the act or service.

Award period covers 1 Jan xx through 31 Dec xx, or a broader period for a multiyear/lifetime contribution.

Eligibility requirements:

a. Individuals or organizations who are not employed by DoD and its components, or who were not so employed during the period for which the award is recommended. However, a period of DoD employment does not necessarily preclude consideration for a multi-year/lifetime contribution award for service performed while not employed by DoD.

b. Individuals or organizations that do not have commercial or profit-making relationships with DoD or with a DoD component.

c. Individuals or organizations having a commercial or profit-making relationship with DoD or with a DoD component may be eligible to receive the award if the following is true:

(1) The contribution is substantially beyond that specified or implied within the terms of the contract establishing the relationship.

(2) The recognition is clearly in the public interest.

#### **14. Black Engineer of the Year Award -**

**10 Apr**

Award for overall leadership as well as for technological achievement. The Black Engineer or Scientist of the Year is selected from the top candidates submitted in all categories. The selectee will be a leader working in any area of science, engineering and technology, whether that person is primarily involved in research, technology development or technology management. In all categories, letters of recommendation from managers and executives within the hierarchy of the nominee's place of employment weigh heavily in the committee's consideration of the impact of the nominee's achievements. Descriptions of the scope of the nominee's responsibilities, effect of the achievements on the company or facility, breadth of community outreach activities, and effect on other minorities seeking science and technology careers are very important. Letters describing responses by community leaders and other interested parties to the nominee's activities and achievements will be considered. Categories: #1 – Professional Achievement: A person who is a mid-career, experience professional who has made significant achievements in a science, engineering or technology title in industry or government. Here, the specific degree earned is less relevant than the significance of the work and the nominee's achievements as a role model and leader for other minorities in the field. Nominees will be considered separately for Professional Achievement in Government and in Industry.

1. Uniqueness of nominee's obtained goal.

2. Discipline required to achieve the nominee's level of performance.

3. The nominee's triumph over obstacles in the field.

4. The nominee's potential as a role model for youth.

#2 – Career Achievement: A person who has advanced beyond the mid-point of his or her career, but is not close to retirement age, who has made significant achievements in engineering titles in industry or government. Here again, the committee looks less at the degrees earned than at the body of work by the nominee, its broad, social and economic

value and impact, and the nominee's performance as a role model and mentor for minorities in technology. Nominees will be considered separately for Career Achievement in Industry and Government.

1. Uniqueness of nominee's obtained goal.
2. Discipline required to achieve the nominee's level of performance.
3. The nominee's triumph over obstacles in the field.
4. The nominee's potential as a role model for youth.

#3 – Outstanding Technical Contribution: A person working in technological functions who has designed, developed, managed, or assisted in the development of a product, service, system, or intellectual property that is a substantial achievement in the field. The overall impact of the technological achievement is the prime consideration, regardless of title or degrees earned. The committee is looking for broad impact, and high value to society as a whole. Nominees will be considered separately for Outstanding Technical Contribution in Government and in Industry.

1. Uniqueness of the development.
2. Innovation of the development.
3. Design.
4. Social and/or economic value of the development.

#4 – Affirmative action: A person who has demonstrated efforts to promote affirmative action in the approach of his or her organization or small-business equivalent to Black advancement in education, job promotion, small-business development, and community activities. Successful candidates may lead small-business purchasing and support small-business development and entrepreneurship, as well as human resources initiatives.

1. The nominee's effectiveness at attracting minorities to the organization.
2. The nominee's success in improving the organization's policies of hiring, retaining and promoting minorities or promoting minority businesses.
3. The nominee's contribution to affirmative action or small-business development.

#7 – Community Service: A person who has demonstrated leadership in the Black science, engineering, and technology community through volunteer work, contributions, and other activities that are not included in his or her job.

1. The nominee's potential as a role model.
2. The time and energy the nominee devotes to serving the community.
3. The nominee's efforts to promote engineering or other professional

development through community service.

#9 – Most Promising Engineer or Scientist: This person must be an engineer or scientist in the early years of his or her career who demonstrates tremendous potential for future technical contributions.

1. The uniqueness of the nominee's contributions to the organization.
2. The nominee's leadership abilities and initiative.
3. The nominee's professional and technical achievements.
4. The nominee's potential for advancement.

*(Note: categories #5, #6, #8, and #10 are not solicited for by Army and therefore not shown.)*

**15. Nick Hoge Award for Professional Development - 12 Apr**

Award recognizes DA personnel who author and submit papers on matters relating to civilian personnel administration and management that are judged professionally significant and of value to DA. Military personnel and civilian employees of DA, including local nationals and nonappropriated fund employees are eligible.

**16. Ten Outstanding Young Americans (TOYA) - 15 Apr**

The United States Junior Chamber of Commerce annually selects and honors Ten Outstanding Young Americans. Each honoree is awarded a silver medallion and the silver TOYA "Touching Hands" trophy. The awards ceremony dramatizes each winner's career in narrative form and provides a stage for the honorees to challenge and inspire America's youth. All DTC civilian and military personnel are eligible for nomination and selection. Nominees must be between the ages of 21 and 39. Individuals cannot be nominated if they become 40 years old before 1 Jan XX. Nominees must be a native born or naturalized citizen of the United States or have applied for U.S. citizenship before 1 Jan XX. Nominations are selected on the basis of their achievement or contribution in any of three of the following areas:

- a. Personal improvement or accomplishment.
- b. Financial success and economic innovation.
- c. Social improvement to major contemporary problems.
- d. Philanthropic contribution or voluntary service.
- e. Politics or government service.
- f. Scientific or technological contributions.
- g. Legal reform.
- h. Cultural achievement (to include contributions in literature, history, education, or the arts).
- i. Academic leadership or accomplishment.
- j. Moral and religious leadership.
- k. Athletic accomplishment.
- l. Success in the influence of public opinion (new media and other means).
- m. Any other important contribution to community, state, or nation, at the discretion of the judges.

**17. AUSA Annual Awards Program 23 Apr**

a. The General Creighton W. Abrams Medal: awarded annually to the individual or organization contributing most significantly to the advancement of the US Army during the period ending 30 Jun. Award will not be made to a nominee whose only contribution was incident to assigned duties as a uniformed member or civilian employee of the Army.

b. The President's Medal: Awarded annually to the individual who has contributed most significantly to the advancement and mission of the Association of the US Army during the period ending 30 Jun.

c. Award for Distinguished Service: Distinguished service to the US Army or AUSA. Ineligible for Marshall, Abrams or President's Medals by virtue of elective/appointive office.

d. Citation for Exceptional Service (Public Service Award): Awarded to an individual, organization, or community making a significant contribution to AUSA, the US Army or to national defense. Service into the current year.

e. Certificate of Achievement: Outstanding achievement in support of the US Army or AUSA through service of the same type recognized by the Abrams and President's Medal but to a lesser degree. Service into the current year.

f. Certificate of Appreciation: Exceptional contributions to AUSA or the US Army through service of the same type recognized by the President's Medal or Abrams Medals but to a lesser degree. Service into the current year.

**18. Dr. Wilbur B. Payne Memorial Award for Excellence in Analysis -**

**26 May**

Two Army Operations Research/Systems Analysis Awards are presented annually by the Deputy Under Secretary of the Army (Operations Research), one to an individual and one to a group, for technical achievements of DA military and civilian personnel engaged in operations research/ systems analysis. Any DA analyst, technician, scientist or group whose contribution was made during the period 1 July xx through 30 June xx and which meets one of the following criteria:

(1) The individual or the group was directly responsible for the conduct of a significant military operations research/systems analysis effort or achievement. Such an achievement will be regarded as significant when it:

(a) Provides in a written document a thorough military operations research/systems analysis effort which competently and logically presents a decisionmaker with alternatives on complex technical, logistical, or managerial problems; or,

(b) Establishes new analytical techniques or advances current, state-of-the-art analytical techniques used in the conduct of military operations research/ systems analysis.

(2) The individual or the group conducts a military operations research/systems analysis study which results in a significant improvement to effectiveness or a significant reduction in cost while maintaining or improving effectiveness of existing or proposed weapons, logistical, managerial, or other Army systems or equipment.

(3) The group award is intended to recognize a team that provides an exceptional product and is not to recognize an organizational entity for the totality of its work output.

(4) Principal evidence of the quality of the work for which the individual or group is nominated will be a printed report, supplemented by Command comments about the significance and impact of the nominated work. Additionally, please include what actions have been taken by the command to implement the results of the nominated work.

(5) Characteristics of operations research/systems analysis include:

- o complex decision problems characterized by uncertainty
- o mathematical, economic, statistical or other formal descriptions or models of components of the system comprising the problem
- o analysis of relationships among components to determine probable future consequences of decision choices
- o appropriate measures of effectiveness to assist evaluation of alternative courses of action or help measure system performance

(6) The substance of the work nominated need not be weapons or related hardware systems, but may consist of problems that lie in the sphere of what is often called Management Science, as long as characteristics described above are present.

(7) Excluded from consideration are studies that are principally development and documentation of computer software systems to aid in managing other systems. Operations research/systems analysis studies that involve development of computer software as an adjunct to and support for the analysis are suitable candidates for the award.

It is important that the nominations for the best work by an individual should be precisely that--work of the individual. Nominations of a team leader or study director for the individual analyst category will be rejected.

**19. Federal Engineer of the Year -**

**10 Jun**

All federal agencies employing at least 50 engineers worldwide are eligible to compete. Individual agency nominees must be presently engaged in the practice of engineering as an employee of the federal government in either managerial or technical positions. Only licensed professional engineers (P.E. or E.I.T.) are eligible for nomination for the Top Ten Finalists, and therefore Federal Engineer of the Year. However, non-licensed engineers are eligible to participate in the awards ceremony if they are chosen as Engineer of the Year within their agencies. Engineers who will have retired within 12 months of the ceremony are eligible for nomination. The Federal Engineer of the Year will be selected by a panel of judges established by the NSPE Professional Engineers in Government, using the following criteria:

Education	10 points
Continuing Education	10 points
Professional/Technical Society Activities	10 points
NSPE Membership	5 points
Awards or Honors	10 points
Civic and Humanitarian Activities	15 points
Engineering Achievements	40 points
Total	100 points

The judges will first select ten finalists or the Top Ten. Candidates must be either a P.E. or an E.I.T. to progress to the Top Ten. The Federal Engineer of the Year will be selected from that group.

**20. National Public Service -**

**17 Jun**

The American Society for Public Administration and the National Academy of Public Administration present subject awards each year to up to five public service practitioners who:

- a. Currently work, or have spent the primary part of their careers working, in the public service.
- b. Have made outstanding contributions on a sustained basis rather than having performed a single exceptional deed.
- c. Have accomplished or caused to be accomplished significant programs or projects within their areas of responsibility to the ultimate benefit of the general public.

Award winners are selected from all levels of public service--local, State, and Federal Government, international and nonprofit organizations--but awards will not be made by category. Previous nominees may be renominated provided they meet the provisions of this award and their nominations are updated to include their latest achievements.

**21. Roger W. Jones Executive Leadership -**

**17 Jun**

The American University presents this award each year to two career executive of the Federal Government. Selection is made on the basis of demonstrated:

- a. Superior leadership that resulted in outstanding organization achievements.
- b. Strong commitment to the effective continuity of government by successfully bringing about the development of managers and executives.



**22. GSA Excellence in Administration –**

**7 Jul**

**Subject award recognizes outstanding achievements in administration by Federal managers (military and civilian). Recognition of achievements is limited to the fields of supply, procurement, automated data processing, information management, traffic and travel management, telecommunications, building management, real estate, design and construction management, fleet management, general administrative management, and health and safety contributions to these areas. Group nominations are not permitted; however, individuals who led groups are eligible for award consideration. Commanders may submit one individual who has demonstrated outstanding leadership resulting in effective administrative management improvements within the past 2 years. Award recipients receive a substantial cash award, engraved plaque, and certificate.**

**23. Army Integrated Logistics Support (ILS) Achievement of the Year Award –**

**11 Jul**

The awards are based on outstanding accomplishments by Army personnel involved in ILS and are granted on an individual or group basis. Awards consist of an engraved plaque, citation certificate, and a monetary award. All Army personnel whose contributions in the field of ILS which occurred between 30 Jun xx and 30 Jun xx are eligible. The contribution can be materiel/information/weapon system or process related. Emphasis shall be on the assessment of technical merit, excellence of product, customer satisfaction, productivity/process enhancements and benefit to the ILS community. Additionally, individuals and groups must meet one of the following or comparable criteria:

- a. Significant ILS management accomplishment on a particular product/project or materiel/information system.
- b. Significant life cycle cost savings, cost avoidance, or cost reduction.
- c. Develops an improved method for performing or executing ILS.
- d. Identifies and resolves an ILS problem which could have resulted in non-supportable system at fielding or which results in increased customer satisfaction.
- e. Demonstrates exceptional ILS management abilities, expertise, initiative and resourcefulness.
- f. Significant work achievement having a positive impact on the ILS process or the mission of an ILS organization. This achievement could result in eliminating non value-added steps, in streamlining the ILS process or in reducing ILS cycle times.
- g. Develops a new or improved ILS technique.
- h. Any achievement which has led to a significant advancement in the ILS field.
- i. Develops an innovative and/or creative research paper or accomplishes a project/study that enhances the ILS functional area or results in improving the ILS process.

**24. GEICO Military Service Awards –**

**30 Jul**

This program recognizes military enlisted members from each of the military services for their contributions to military and/civilian communities in any one of the following three areas:

- a. Drug and alcohol prevention.
- b. Fire prevention and fire safety.

c. Traffic safety and accident prevention.

There is no limit to the number of nominations that may be forwarded for consideration. Enlisted soldiers (E4 through E9) with 4 or more years of active duty service are eligible. Nominee must have retainability on active duty through 30 Sep of the upcoming year. The period of service for this award is 1 Oct xx through 30 Sep xx. However, nominations may span several years prior, be on-going, or may have been accomplished completely in the prior year. Soldiers selected for recognition by HQDA and the GEICO selection committee will receive a plaque and a \$2,500 cash award to recognize the significance of their accomplishments.

**25. Arthur S. Flemming –**

**11 Aug**

The Downtown Jaycees of Washington, DC presents this award each year to outstanding men and women in the Executive Branch of the Federal Government or members of the uniformed services who have not reached their 40<sup>th</sup> birthday before the last day of the year for which a recommendation is submitted. These individuals must have or will have a total of 3 years of Government service at the time of submission. Ten separate awards are made – five to individuals in scientific or technical fields and five to individuals in administrative or executive fields. In both categories, the nominees should be active participants in community activities. Awards will be made principally for outstanding and meritorious achievements having current impact on Federal programs or operations and for participation in community service. Special emphasis will be given by the judges to the categories of Professional Achievement and Community Involvement. Individuals previously nominated but not selected for a Flemming Award may be renominated.

**26. S/A's Award for Outstanding Achievement in Materiel Acquisition -**

**19 Aug**

Nominations for annual subject awards program are currently being solicited. This award is given for outstanding individual or team contributions by soldiers or civilian employees for the timely, efficient, and economical acquisition of quality supplies and services. The award recognizes high-level achievement in project, materiel, and special management activities, procurement, and production efforts, and management of research and development. A maximum of 10 awards may be presently yearly. All direct-hire DA employees and soldiers on active duty are eligible for consideration. (1) To be eligible for the award, an individual or team of no more than five persons must have:

a. Been assigned for duty in a staff or operating function in support of the materiel acquisition process for at least 1 year before the expiration of the period of service to be recognized.

b. Made a significant contribution to the improvement of the materiel acquisition process.

(2) Improvement to the materiel acquisition process may be measured in part by the following:

a. The complexity of the problem involved and the degree of initiative and originality displayed in solving it.

b. The relative significance of the accomplishment in light of the overall activity mission.

c. The possibility of direct application or adoption of the contribution by other activities.

d. The improvement in program management.



**27. David Packard Excellence in Acquisition Award 18 Sep**

This award recognizes organizations, groups, teams that have demonstrated superior accomplishments significantly contributing to best defense acquisition practices. The contributions should have been completed in the current calendar year. Nominations must specify an award category appropriate for the achievement. Award categories include:

- (1) Program Management
- (2) Communications Computer Systems
- (3) Contracting (includes Construction)
- (4) Purchasing
- (5) Industrial Property Management
- (6) Systems Planning, Research, Development, and Engineering
- (7) Test and Evaluation
- (8) Manufacturing, Production and Quality Assurance
- (9) Acquisition Logistics
- (10) Business, Cost Estimating and Financial Management
- (11) Auditing

Award categories will be used to assist in the evaluation of the nominations. Nominations may be submitted under more than one category, but whenever possible, the most appropriate category should be specified. No more than one nomination in each category shall be submitted by each test center.

**28. William A. Jump Memorial – 23 Sep**

One award to either a civilian or military Federal employee is granted each year by the William A. Jump Memorial Foundation in recognition of the following:

- a. Outstanding service in the field of public administration.
- b. Notable contributions to the efficiency and quality of the public service in this field.

There is no limit to the number of nominations to be submitted. Any Federal employee who meets all of the following criteria is eligible for consideration:

- a. Under 37 years of age within the calendar year during which the nomination is submitted.
- b. Performance over a period of time (no less than 5 years) in either a line or staff position.

Demonstration of the following:

- (1) Unusual competence and interest in any area of public administration.
- (2) Leadership shown in the direction or development of programs.
- (3) Creativity and resourcefulness.
- (4) Close adherence to the basic principles of enlightened public service.
- (5) Integrity.
- (6) Dedication to duty.

For the purpose of this award the term “work” refers to either line or staff activity and the term “public administration” covers all aspects of executive-administrative direction, supervision and development or operation of Federal activities. It does not include achievements specifically of a scientific or technological nature, or of attorneys in the practice of their legal profession. However, persons engaged in such specialized professional fields of work may be eligible for consideration. Their eligibility must be based on performance that involves

general program and policy administration, or organizational planning, and executive or supervisory responsibilities of sufficient administrative importance to warrant special recognition. Public administration includes personnel administration, budget and financial administration, administrative analysis, all management and administrative planning activities, and the executive planning and direction of programs.

**29. General Douglas MacArthur Leadership Award – 30 Sep**

This award recognizes company grade officers and junior warrant officers who demonstrated the ideals for which General MacArthur stood – Duty, Honor, Country. This award is ideal for promoting and sustaining effective junior officer leadership in the Army. Effective CY99, junior warrant officers in the grades WO1 and CW2 are eligible to compete. Eligibility: Company grade officers (LT or CPT) and (WO1 or CW2) in the U.S. Army. Captains must NOT be on a promotion list for Major as of 31 Dec of current year. Nominees must meet height/weight standards of AR 600-9. They must also have passed the APFT within 6 months prior to 31 Dec of current year.

Criteria: Selection is based on overall leadership performance of the officer during Cyxx only. The following factors are considered:

- a. Leadership performance that exemplifies the ideals of duty, honor, country.
- b. Ability to influence others to accomplish the mission by providing purpose, direction, and motivation.
- c. Understanding of human nature and the ability to gain consensus among diverse groups.
- d. Demonstration of technical and tactical competence.
- e. Commitment of the U.S. Army values of leadership, duty, respect, selfless service, honor, integrity, and personal courage.
- f. Development of cohesive teams that anticipate requirements and exercise initiative within the commander's intent.
- g. The intangible aspects of leadership to include people skills, leadership climate, and interpersonal communications.
- h. Demonstration of leader attributes, skills, and actions contained in FM 22-100, Army Leadership.

**30. NDIA Tester of the Year - 13 Oct**

Award was developed to recognize outstanding contributions by test personnel to the materiel development process. One award will be granted by the National Defense Industrial Association (NDIA) (formerly the American Defense Preparedness Association (ADPA)) in each of three award categories – civilian tester, military tester, and industry tester. Individuals who have demonstrated the high standards of excellence that are the trademark of DTC as the Army's independent technical test organization are eligible for award consideration. Each DTC element involved in testing may submit nominations in one or all of the three award categories cited above. To be eligible, nominees must be scientists, engineers, or technicians whose performance of duty has been directly related to the excellence and quality of test products. Personnel serving in an administrative or support capacity are not eligible for this award. The contribution or accomplishment for which the individual is cited must have concluded during the calendar year preceding year award is made. Criteria to be used in evaluating the nominations include, but are not limited to, the following:

- a. Nominees will have made a significant achievement which has led to a scientific or technical advancement in testing.
- b. Nominees will have been innovative and/or creative in the development, design, or execution of test technology which has improved the effectiveness of the testing process.
- c. Nominees will have implemented solutions to complex test planning, management, and/or operations which have reduced cost and increased efficiency.
- d. Nominees will have met their objectives within the limits of their resources (time, personnel, and money).
- e. HQDA will be looking for (1) hands-on responsibility; (2) scope of responsibilities; (3) sustained, long-term performance record; and (4) measurable results.

**31. Federal Executive Board Career Excellence Awards (HQ only)**

**27 Oct**

- Category I Outstanding Supervisor Award
  - a. Grades 13 and Above
  - b. Grades 12 and Below
  - c. Trades and Crafts
- Category II Outstanding Professional Award (Non-Supervisory)
  - a. Technical, Scientific and Program Support
  - b. Administrative, Management and Specialist
- Category III Outstanding Para-Professional Award (Non-Supervisory)
  - a. Technical, Scientific and Program Support
  - b. Administrative, Management and Specialist
- Category IV Outstanding Clerical Award
- Category V Outstanding Trades or Crafts Employee Award
- Category VI Equal Employment Opportunity Service Award  
(not for EEO Counselors)
- Category VII Heroism Award
- Category VIII Community Service Award
- Category IX Distinguished Public Service Career Award  
(retirees only)
- Category X Rookie of the Year Award

**32. John W. Macy, Jr., Excellence in Civilian Leadership -**

**30 Oct**

This award recognizes demonstrated excellence in the leadership of civilians and accomplishment of the mission through the civilian workforce. It exemplifies both the highest traditions established by Mr. John W. Macy, Jr., during his long and distinguished career of public service and the Army's philosophy that leaders are responsible for civilian human resource management. Mission accomplishment at every level of organized activity requires effective leadership. While the leader's qualities are often the focus of attention, the excellence of the team's mission performance, the growth of team members and the esprit of the team are major indicators of leader effectiveness. This recognition is intended to identify and to recognize role models whose teams set the standard for other leaders of our soldier-civilian team. Eligibility: Any DA supervisor,

military or civilian (Colonel/GS-15 or below), U.S. citizen or local national, appropriated or non-appropriated fund is eligible for this award. Basis for Selection/Criteria:

a. Specific contribution: A specific contribution in the leadership of Army civilians and accomplishment of the mission through the civilian workforce, for which the nominee is personally responsible and that resulted in material improvement in areas such as Army mission support, military-civilian teamwork, customer service, productivity, EEO accomplishments and enhancement of Army's reputation as an employer. The contribution must have culminated during the calendar year for which the award is given and must have demonstrated by specific examples how the nominee's interaction with the civilians on the team "got the job done."

b. Career Accomplishments: A record of progressive career accomplishments that reflect extraordinary leadership over a sustained period.

c. Leadership Precepts: Description of the individual's leadership role. A helpful reference is DA Pamphlet 600-50, which identifies eight precepts (listed below) which form a conceptual framework for individual action. Leaders at every level and in every organization in the Army are challenged to:

1. Be a teacher and a mentor to the officer, non-commissioned officers, soldiers, and civilians entrusted to you. Sharing your knowledge and experience is the greatest legacy you can leave your subordinates.

2. Develop technical and tactical proficiency in yourself and your subordinates, and instill in them a spirit to achieve and win.

3. Care deeply and sincerely for your subordinates and use your leadership to serve them.

4. Create a climate in which you can teach subordinates how to take responsibility for their actions. Be responsible for the good, the bad, the right, and the wrong. Be accountable.

5. Set tough, but achievable, standards and demand that they be met. Foster strict individual and organizational discipline. Be 'on parade' 24 hours a day.

6. Listen to subordinates, and then act upon what you hear. Listening is an art which requires effort--work at hearing what is being said around you and to you. Take notes on things said and things observed so you can take follow-up actions.

7. "Grow" yourself, your leaders, your organization and your family. Set standards, achieve them, create and innovate. Inspire and develop excellence in leaders and organizations.

8. Make history, make a difference. You can either rise to meet the challenges, or stand pat and let them pass you by. Make your service count!

### **33. William H. Kushnick -**

**30 Oct**

The Army Civilian Personnel Alumni Association, an organization of former and current Army civilian personnelists, now co-sponsors the award with DA. The Association has established a trust fund to be used annually to recognize the most outstanding singular achievement of any Army employee in civilian personnel administration, and to encourage greater achievement among all employees in that career field. Eligibility: All civilian employees -- including appropriated and non-appropriated fund employees, U.S. citizens and local nations -- engaged in civilian personnel administration in the DA are eligible. Basis for selection:

a. Specific Contribution: A specific contribution in the broad field of civilian personnel administration for which the nominee is personally responsible and which resulted in material improvement in service, substantial financial savings, or significant social or technological progress. The contributions must have culminated during the calendar year for which the award is given.

b. Career Accomplishments: A record reflecting highly effective personal career development, executive or technical ability, exemplary performance, and demonstrated potential for higher level work. These accomplishments should not be limited to the specific contribution for which the individual is nominated.

**34. National Image Inc. Meritorious Service Award – 5 Dec**

Award is presented to recognize outstanding military personnel from the military services who have contributed to increased opportunities for Hispanic Americans. Both officer and enlisted personnel are eligible for award consideration. Nominations should be based on the following criteria:

- a. Promotes the tenets of civil/human rights, race relations, equal opportunity, affirmative action, human relations, and public service programs.
- b. Supports and contributes to the civil rights movement.
- c. Endorses the full integration and promotion of minorities and women within the Armed Forces.
- d. Promotes a positive understanding of the Armed Forces among and between minority and non-minority members of the military and civilian population.
- e. Fosters an innovative and creative environment between the military and civilian community of all races and ethnic backgrounds that benefits the employees and/or residents.
- f. Promotes programs and activities that advocate equal opportunity based on individual merit for all employees within the Federal workplace.
- g. Displays exceptional qualities that distinguish the individual as an outstanding leader.
- h. Believes in and practices the tenets of the U.S. Constitution and the democratic society that all persons are created equal and that freedom is a God-given right that must be protected vigilantly at all times.

**35. Women in Science and Engineering (WISE) - 5 Dec**

Three awards are presented each year: The WISE Award for Scientific Achievement, The WISE Award for Engineering Achievement, and The WISE Lifetime Achievement Award. Occasionally, WISE gives special recognition to an individual or Agency that has done something exceptional in support of the goals of WISE.

- a. To recognize a specific or special scientific or engineering/technical contribution by a woman scientist in the Federal service, and
- b. To recognize a specific contribution made by a woman scientist in the Federal service toward encouraging young girls and women to pursue science or engineering careers or to enhance employment, promotional or developmental opportunities for women scientists in their fields.
- c. These awards are directed to Federally employed (both civilian and non-civilian) women scientists and engineers. For the Lifetime Achievement Award, the individual must have a minimum of twenty (20) years of Federal service.
- d. Each Agency or Major Department of Government may only submit one nomination for each of the three awards.

**36. Federal Asian/Pacific American Council  
(FAPAC) Meritorious Service Award (Military) -**

**13 Dec**

Award is presented to recognize one military service member who has distinguished him or herself through contributions to equal opportunity and the advancement of Asian/Pacific Americans in the Federal workforce and the Asian/Pacific American community. Both officer and enlisted personnel (including retirees) are eligible for award consideration. DTC is limited to one nomination. Nominations should be based on the following criteria:

- a. For fostering an innovative and harmonic environment between the military and Asian Pacific American (APA) civilian community
- b. For assisting the workforce in overcoming discrimination and eliminating barriers that hinder equal opportunity for APA's and other minorities in the Armed Forces.
- c. For distinguishing himself/herself by promoting the tenets of civil/human rights, race relations, equal opportunity, affirmative action, human relations, and public service programs within the Federal Government.
- d. For allowing Federal Government employees to participate in program activities that benefit the career development of APA's in the community.
- e. For creating job or training opportunities that support and contribute to the advancement of Asian/Pacific American in employment with the Federal Government.
- f. For managing a diversified workforce within the Federal sector.
- g. For servicing Asian/Pacific Americans in the community and in the Federal Government by reaching out and continuing education that sets an example for others to follow.
- h. For encouraging leaders to promote EO/EEO program activities that advocate equal opportunities for Asian/Pacific Americans and members of the military and civilian populations.

# **DOCUMENTATION FOR HIGH LEVEL HONORARY AWARDS**

1. If not already specified in pertinent award criteria, DTC test centers are to include the following documentation in their high level honorary award submissions:
  - a. COVER TRANSMITTAL MEMORANDUM – Must be signed by commander. Include brief synopsis highlighting overall accomplishment cited in award nomination.
  - b. DA FORM 1256, INCENTIVE AWARD NOMINATION AND APPROVAL – Parts 1 and III must be completed and signed by pertinent test center personnel (nominating officials and local Incentive Awards Committee chairperson). Test center commander's signature will be reflected on line 12, Part IV. (PLEASE LEAVE LINES 13-15 BLANK.)
  - c. BIOGRAPHICAL DATA – A brief biographical sketch should include date and place of birth; education and degrees conferred; significant employment record; and type of appointment.
  - d. PROPOSED CITATION – One paragraph consisting of 50 to 60 words including the name, title, place of employment, and period of service covered by award nomination. Use clear, concise verbiage to capture essence of nomination.
  - e. JUSTIFICATION – A summary of achievements and benefits, not more than two single-spaced pages, stated in specific terms, and including date(s) of achievement. Be as specific and quantitative as possible.
  - f. PREVIOUS AWARDS and PUBLICATIONS. Begin with the current year and list other previous recognition, such as honorary awards, publications by title and date.
  - g. EEO/ADVERSE ACTION CERTIFICATION – preferably on DA Form 1256, if time allows.
  - h. IG/CHIEF COUNSEL CERTIFICATION STATEMENT – This certification is ONLY required on nominations for the DoD Distinguished Civilian Service Award, Decoration for Exceptional Civilian Service, and Meritorious Civilian Service Award.***
  - i. PHOTOGRAPH – Three copies required. Photos should be black and white; glossy; 8x10 or 5x7; head and shoulders. Photos are only required when stated. Please note AR 672-20, Chapter 8, Honorary Awards: Photos are also required on nominations for the DoD Distinguished Civilian Service Award, Decoration for Exceptional Civilian Service, and Meritorious Civilian Service Award.
2. Unless stated otherwise in award criteria, all awards should be typed in a 12 pitch font with 1 inch top/bottom and left/right margins.
3. All documentation, in addition to hard copy requirements, should be e-mailed as word attachments. Exceptions are those documents containing signatures (cover memos, DA Form 1256, etc.).

<b>Table 8-1. Awards hierarchy and approval levels chart</b>			
<b>Civilian Award</b>	<b>Approval level</b>	<b>Military Award</b>	<b>Approval level</b>
Decoration for Exceptional Civilian Service	Secretary of the Army	Distinguished Service Medal	DA Chief of Staff
Meritorious Civilian Service Award	MACOM Commanders	Legion of Merit	Commanders LTG and above depending upon purpose of award and rank of recipient (1)
Superior Civilian Service Award	Commanders MG and above and civilian equivalent	Meritorious Service Medal	Commanders MG and above
Commander's Award for Civilian Service	Commanders COL and above and civilian equivalent	Army Commendation Medal	Commanders COL and above
Achievement Medal for Civilian Service	Commanders LTC and above and civilian equivalent	Army Achievement Medal	Commanders LTC and above
Certificate of Achievement	Local commanders – may be redelegated to directors	Certificate of Achievement	Local commanders
NOTES: (1) Also Major Generals who are MACOM Commanders			



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